

## **CFAC Communication Protocols**

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The role of the Consumer and Family Advisory Committee as defined in statute is to advise the “area authority or county program in its catchment area on the planning and management of the local public mental health, developmental disabilities and substance abuse services system.” In order to effectively accomplish this mandate, it is important that committees have clearly defined procedures for communicating their recommendations. Below are some protocols that CFACs use to communicate with Area Boards, LME staff and County Commissioners.

### **With Area Boards**

- A CFAC Representative attends all Area Board Meetings and provides a report of CFAC activities, recommendations, needs and membership.
- CFAC reports to the Area Board as often as necessary regarding LME policies, activities and budget.
- CFAC provides quarterly reports to the Area Board.
- CFAC provides annual reports to the Area Board.
- The CFAC Chair meets as arranged with the Area Board Chair.
- The executive committee of the CFAC meets quarterly with the executive Committee of the Area Board.
- An Area Board member serves as liaison to CFAC and attends CFAC meetings and provides reports to the CFAC and back to the Area Board.
- CFAC has a direct proscribed communication link to and from the Area Board, the Human Rights Committee and the CQI Council and Committees.
- Chair of CFAC will also serve as an Area Board Member.
- Area Board members regularly attend CFAC meetings.

### **With LME Staff**

- LME Director and/or LME staff regularly attend CFAC meetings.
- CFAC provides quarterly reports to the LME.
- The LME Director and the CFAC Chair meet monthly.

### **With County Commissioners**

- CFAC provides a quarterly report to the County Commissioners.
- CFAC communicates with the County Commissioners as needed.
- CFAC provides an annual report to the County Commissioners.
- CFAC Chair will meet with the County Manager and the LME Director bi-annually with a written report of the progress, recommendations, and improvements over the past six months.